

DUTY STATEMENT

Classification: Energy Commission Supervisor II (TED)	Position No. 550-4058-006
CBID: S10	Office: Renewable Energy
Date Prepared: November 7, 2012	Division: Efficiency & Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direct supervision of the Office Manager, the Energy Commission Supervisor II (TED) will have supervisory responsibility for the Policy and Planning Unit within the Renewable Energy Office. Supervisory responsibility is for technical staff that works on providing analyses on integrated energy policy issues; development and implementation of the renewable Technology Demonstration and Deployment activities in the Electric Program Investment Charge (EPIC) Program; data collection and analysis to address BioEnergy issues; and other related activities.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES

- 40% Plan, organize, and direct the work of professional staff engaged in developing and updating analyses that are incorporated into the annual integrated energy policy report. Provide supervision for all individuals within the unit including individual motivation, performance review, career development, personnel actions, and training. (E)
- 30% Direct program planning, provide direction, and oversight for activities related to the advancement of BioEnergy in California, including development of updated BioEnergy Action Plan. Direct program planning and development for Technology Demonstration and Deployment activities under the Electric Program Investment Charge (EPIC) Program, including activities set aside to advance BioEnergy and other renewable energy technologies. Plan, organize, and direct the work of staff responsible for developing and

implementing the renewable Technology Demonstration and Deployment activities in the EPIC Program. (E)

- 10% Manage the preparation of budgets and work plans for program implementation and administration of the Technology Demonstration and Deployment activities in the EPIC Program, global climate change, integrated energy policy, and other related activities, and monitor the progress in achieving program goals and milestones. (E)
- 10% Represent the California Energy Commission at public hearings, meetings and conferences with stakeholders, policy makers, and the general public. (E)
- 5% Assist the Office Manager with management responsibilities within the office, including recruitment, administrative and management coordination. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<div>_____/_____ Date ENERGY COMMISSION SUPERVISOR II (TED)</div>	<div>_____/_____ Antonio Goncalves OFFICE MANAGER II</div> <div>_____/_____ Date A</div>